

**KUTZTOWN UNIVERSITY
UNIVERSITY CURRICULUM COMMITTEE**

Minutes of February 28, 2019

J. Vafeas called the meeting to order stating that there was a quorum.

PRESENT: Susan Czerny, Denise Darrah, Soojin Kim, Emily Murray, Roseanne Perkins, Todd Rober, Cristen Rosch, Abdul Sraiheen, John Stanley, Mary Jo Stere, John Vafeas, Lisa Weckerle, and Carole Wells

ABSENT: Jason Crockett

ALSO IN ATTENDANCE: Allan Bäck, Anthony Bleach, Jennifer Forsyth, Bethany French, Lisa Frye, Nicole Johnson, Michael Johnston, John Lizza Nicole McClure, Brian Meares, Carsten Sanders, Jonathan Shaw, Brad Shope, Jessica Robinson, Jeff Voccola, Andrew Vogel, Amy Walton, and Ted Witryk

GENERAL ANNOUNCEMENTS

J. Vafeas stated that there will be a continuation meeting if needed on Thursday, Month Day, Year, in SUB 312 at 11 a.m.

J. Vafeas announced that the General Education Committee is working on procedural language for General Education proposals.

MINUTES

It was moved by A. Sraiheen, seconded by C. Rosch, to approve the minutes from January 24, 2019. MOTION PASSED.

OLD BUSINESS

Current #: COE 19021
Course: Course Revision: COU 538, The Addicted Family, Fall 2019
Proposal: Change in course prerequisites.
Comments: No updates were provided for this proposal. No one from the department was present to speak to this proposal. D. Darrah stated she sent a note to the department requesting updated information, including the Assessment memo.

It was moved by T. Rober, and seconded by C. Rosch, to consider and approve this proposal. It was moved by T. Rober, and seconded by A. Sraiheen, to table this proposal. MOTION PASSED.

Current #: LAS 19031
Course: New Course: CHM 332, Biochemistry of Human Disease and Disorders, Fall 2019
Proposal: Addition of a new course to the Master Course Listing.
Comments: C. Sanders was present to speak to this proposal. An updated proposal was submitted to the UCC SharePoint prior to the meeting, and includes clarified prerequisites. The effective date was changed from Spring 2019 to Fall 2019.

It was moved by T. Rober, and seconded by C. Rosch, to consider and approve this proposal. MOTION PASSED.

Current #: LAS 19052
Course: Program Revision: BS Public Administration, Fall 2019
Proposal: Change in program electives.
Comments: A. Sraiheen noted that the check sheet for this program still includes BUS 171, a course which his department is no longer offering. It was recommended to table the proposal since no representatives from the department were present to speak to this proposal.

It was moved by A. Sraiheen, and seconded by T. Rober, to consider and approve this proposal. It was moved by A. Sraiheen, and seconded by R. Perkins, to table this proposal. MOTION PASSED.

NEW BUSINESS

College of Business

Current #: COB 19079
Course: New Course: BUS 520, Health Services Administration, Fall 2019
Proposal: Addition of a new course to the Master Course Listing.
Comments: A. Sraiheen noted that the course is 3 cr, 3 sh. B. Meares stated that the course number will be BUS 520.

It was moved by T. Rober, and seconded by C. Rosch, to consider and approve this proposal. MOTION PASSED.

Current #: COB 19081
Course: Course Revision: MGM 327WI, Small Business Management, Fall 2019
Proposal: Change in course syllabus and prerequisites.
Comments: The committee remarked that there was no curriculum map attached to the proposal, and that the prerequisites were not clear. J. Stanley asked if the prerequisite is "CMP 100" only, or "CMP 100-level", J. Vafeas responded that it should be "CMP 100-level." The committee requests that the department upload an updated version with the changes and a curriculum map.

It was moved by A. Sraiheen, and seconded by T. Rober, to consider and approve this proposal. MOTION PASSED.

College of Education

Current #: COE 19003
Program: New Program: Special Education Visual Impairment Certification, Fall 2019
Proposal: Addition of a new concentration/track program.
Comments: N. Johnson was present to speak to this proposal. This proposal is to create a separate Visual Impairment certification program from the VI/PreK-4 major program. J. Vafeas noted that it needs to be resubmitted as a clean proposal. J. Vafeas requested that the proposal be tabled.

It was moved by D. Darrah, and seconded by T. Rober to consider and approve this proposal. It was moved by C. Wells, and seconded by S. Czerny, to table this proposal. MOTION PASSED.

College of Liberal Arts & Sciences

Current #: LAS 19039
Course: New Course: PSY 115, Self and Social Identities, Summer I 2019
Proposal: Addition of a new course to the Master Course Listing.
Comments: B. Meares noted that the course number will be PSY 115, and that it is not a selected topics course. J. Vafeas observed that many of the references on the reference list are older, and it does not have many current works. T. Rober remarked that the course outline is brief and needs expansion. S. Czerny stated that the course rationale reads like a course description.

It was moved by A. Sraiheen, and seconded by C. Rosch to consider and approve this proposal. It was moved by S. Czerny, and seconded by C. Wells, to table this proposal. MOTION PASSED.

Current #: LAS 19056
Course: Course Revision: ENG 244, Documentary Film & Theories of Representation, Fall 2019
Proposal: Change in course description and syllabus, and change in course prerequisites.

It was moved by T. Rober, and seconded by S. Kim to consider and approve this proposal. MOTION PASSED.

Current #: LAS 19057
Course: New Course: ENG 326, Punk Cultures in America, Fall 2019
Proposal: Addition of a new course to the Master Course Listing.
Comments: B. Meares noted that the course number will be ENG 319. A. Walton noted that course number was already in use, the course number was changed to ENG 326.

It was moved by A. Sraiheen, and seconded by T. Rober to consider and approve this proposal. MOTION PASSED.

Current #: LAS 19058
Course: Course Revision: WRI 207, Writing for the Workplace, Fall 2019
Proposal: Change in course description and syllabus, and change in course prerequisites.
Comments: J. Voccola and A. Vogel were present to speak to this proposal. It was noted that while this proposal is also requesting inclusion in the Gen Ed program, the committee will only review course changes at this time. All course changes must be completed before the department may request inclusion in the Gen Ed program, which requires a separate proposal being approved by the Gen Ed Committee prior to being sent to UCC for approval.

It was moved by T. Rober, and seconded by A. Sraiheen to consider and approve this proposal.
MOTION PASSED.

Current #: LAS 19059
Course: New Course: WRI 235, Lyric Writing
Proposal: Addition of a new course to the Master Course Listing.
Comments: J. Voccola and A. Vogel were present to speak to this proposal. It was noted that while this proposal is also requesting inclusion in the Gen Ed program, the committee will only review course changes at this time. All course changes must be completed before the department may request inclusion in the Gen Ed program, which requires a separate proposal being approved by the Gen Ed Committee prior to being sent to UCC for approval. There was a question about the prerequisite, and it was clarified to read “ENG 23 or ENG 24 or ENG 25 or CMP 100-level.”

It was moved by T. Rober, and seconded by R. Perkins to consider and approve this proposal. MOTION PASSED.

Current #: LAS 19061
Course: Course Revision: WRI 400, Creative Writing Workshop, Theory & Practice, Fall 2019
Proposal: Change in course description and syllabus, and change in course prerequisites.
Comments: J. Voccola and A. Vogel were present to speak to this proposal. There was a question about the prerequisites phrasing, and if there were any prerequisites required for graduate level students. The prerequisites were clarified to read: “ENG 23 or ENG 24 or ENG 25 or any CMP 100-level course; and WRI 108; or graduate status.”

It was moved by T. Rober, and seconded by A. Sraiheen to consider and approve this proposal.
MOTION PASSED.

Current #: LAS 19062
Course: New Course: WRI 330, Writing the Novel, Fall 2019
Proposal: Addition of a new course to the Master Course Listing.
Comments: J. Voccola and A. Vogel were present to speak to this proposal. B. Meares noted the course number will be WRI 330. It was suggested by the committee to add a semicolon before the work “and” in the prerequisites for clarity.

It was moved by T. Rober, and seconded by S. Kim to consider and approve this proposal. MOTION PASSED.

Current #: LAS 19076
Program: New Program: BS/MS Information Technology, Fall 2019
Proposal: Addition of a new bachelor and master’s major program.
Comments: L. Frye was present to speak to this proposal. T. Witryk asked if students are admitted to both the BS and MS at the same time, and L. Frye responded they are not, that students are admitted to the BS first, and can enter the MS program in their senior year, at which point their major would change to BS/MS Information Technology, and the student would earn 2 degrees in a 4+1 program. A. Sraiheen asked if this program is open to alumni coming back, and L. Frye stated those students would enter the MS program only, not the BS/MS program. By using the BS/MS program, undergraduate students benefit by not needing to take GRE exams and go through the graduate admissions process, and can transfer undergraduate credits to the graduate program that qualify. C. Wells asked if the department is submitting a proposal to go to PASSHE, and L. Frye responded that it is in the Dean’s Office.

It was moved by A. Sraiheen, and seconded by D. Darrah to consider and approve this proposal. MOTION PASSED.

Current #: LAS 19077
Program: New Program: MS Information Technology, Fall 2019
Proposal: Addition of a new major program.
Comments: L. Frye was present to speak to this program. L. Frye noted that the department is separating tracks from its main major program into individual major programs. J. Vafeas asked how many credits the program will be, and L. Frye responded 30 credits.

It was moved by T. Rober, and seconded by D. Darrah to consider and approve this proposal. MOTION PASSED.

Current #: LAS 19083
Course: Course Revision: POL 538, Program and Policy Evaluation, Fall 2019
Proposal: Change in course prerequisites.

It was moved by A. Sraiheen, and seconded by R. Perkins to consider and approve this proposal. MOTION PASSED.

Current #: LAS 19089
Course: New Course: CMP 202, Analytical Writing, Fall 2019
Proposal: Addition of a new course to the Master Course Listing.
Comments: A. Bäck and J. Lizza were present to speak to this proposal. B. Meares noted that the course number will be CMP 202. It was noted that while this proposal is also requesting inclusion in the Gen Ed program, the committee will only review the new course proposal at this time. All course changes, including new course proposals, must be completed before the department may request inclusion in the Gen Ed program, which requires a separate proposal being approved by the Gen Ed Committee prior to being sent to UCC for approval. L. Weckerle said that at Gen Ed they suggested a change in title, since it is focused on Philosophical Writing, not Analytical Writing. A. Bäck argued that it is Analytical Writing, but within a Philosophy context, and that this change can be discussed and considered at Gen Ed. L. Weckerle noted that those changes must be done and approved at UCC prior to submitting the Gen Ed request through the curriculum process. J. Vafeas requested this proposal be tabled for any additional changes to be submitted and updated to be considered by UCC.

It was moved by A. Sraihenn, and seconded by S. Kim to consider and approve this proposal. It was moved by C. Rosch, and seconded by L. Weckerle, to table this proposal. MOTION PASSED.

Current #: LAS 19093
Course: Course Revision: ENG 108, Poetry and Poetics, Fall 2019
Proposal: Change in course description, change in course syllabus, and change in course prerequisites.
Comments: A. Vogel was present to speak to this proposal. J. Stanley recommended removing the Gen Ed requirements from the course description.

It was moved by T. Rober, and seconded by C. Rosch to consider and approve this proposal. MOTION PASSED.

Current #: LAS 19095
Course: New Course: ENG 144, Comics Studies, Fall 2019
Proposal: Addition of a new course to the Master Course Listing.
Comments: A. Bleach and A. Vogel were present to speak to this proposal. It was noted that while this proposal is also requesting inclusion in the Gen Ed program, the committee will only review the new course proposal at this time. All course changes, including new course proposals, must be completed before the department may request inclusion in the Gen Ed program, which requires a separate proposal being approved by the Gen Ed Committee prior to being sent to UCC for approval. T. Witryk asked about the prerequisites, and the prerequisites were clarified to read: "100-level CMP or ENG 23 or ENG 24 or ENG 25". B. Meares noted that the course number will be ENG 144, and the title should be "Comics Studies."

It was moved by T. Rober, and seconded by D. Darrah to consider and approve this proposal. MOTION PASSED.

Current #: LAS 19097
Course: Course Revision: BIO 140, Biology and Society, Fall 2019
Proposal: Change in course description, and change in course prerequisites.
Comments: C. Rosch was present to speak to this proposal. C. Rosch stated there will be no prerequisites for this course, the department is requesting to remove BIO 10 as a prerequisite.

It was moved by D. Darrah, and seconded by C. Rosch to consider and approve this proposal. MOTION PASSED.

The following proposals were moved by D. Darrah, and seconded by A. Sraiheen, to consider and approve as a block. MOTION PASSED.

LAS 19098 Course Revision: CSC 310, Programming Languages, Fall 2019
Proposal: Change in course prerequisites.

LAS 19099 Course Revision: CSC 311, Computer Networks, Fall 2019
Proposal: Change in course prerequisites.

LAS 19100 Course Revision: CSC 325, Introduction to Computer Science Theory, Fall 2019
Proposal: Change in course prerequisites.

LAS 19101 Course Revision: CSC 341, Introduction to Information Security, Fall 2019
Proposal: Change in course prerequisites.

LAS 19102 Course Revision: CSC 351, Digital Forensics, Fall 2019
Proposal: Change in course prerequisites.

ADJOURNMENT

J. Vafeas declared the meeting in recess until Thursday, March 7, 2018, at 11 am in SUB 312.

**KUTZTOWN UNIVERSITY
UNIVERSITY CURRICULUM COMMITTEE**

Minutes of March 7, 2018

J. Vafeas called the meeting to order stating that there was a quorum.

PRESENT: Sue Czerny, Soojin Kim, Emily Murray, Roseanne Perkins, R. Todd Rober, Cristen Rosch, Abdul Sraiheen, John Stanley, Mary Jo Stere, John Vafeas, and Lisa Weckerle

ABSENT: Jason Crockett

ALSO IN ATTENDANCE: Bethany French, Michael Johnston, Brian Meares, Jessica Robinson, David Rogers, Brad Shope, Amy Walton, and Ted Witryk

NEW BUSINESS

College of Visual & Performing Arts

Current #: VPA 19030
Course: New Course: COM 243, Social Games & Communication, Fall 2019
Proposal: Addition of a new course to the Master Course Listing.
Comments: B. Meares noted that the course number will be COM 243.

It was moved by L. Weckerle, and seconded by A. Sraiheen to consider and approve this proposal.
MOTION PASSED.

The following proposals were moved by A. Sraiheen, and seconded by R. Perkins, to consider and approve as a block. MOTION PASSED.

VPA 19035 Course Revision: MUS 102, Harmony and Theory I, Fall 2019
Proposal: Change in course description, syllabus, and prerequisites.
Comments: T. Rober noted that students taking MUS 101 concurrently is a suggestion, not a co-requisite.

VPA 19036 Course Revision: MUS 202, Harmony and Theory II, Fall 2019
Proposal: Change in course description, syllabus, and prerequisites.

VPA 19037 Course Revision: MUS 214, Harmony and Theory III, Fall 2019
Proposal: Change in course description, syllabus, and prerequisites.

Current #: VPA 19038
Course: Course Revision: APD 171CP, Intro to 3D Modeling and Rendering, Spring 2020
Proposal: Change in course title, prefix, and prerequisites.
Comments: D. Rogers was present to speak to this proposal. T. Witryk had questions about the prerequisites and who is allowed to take the course, D. Rogers remarked that it will be open to certain majors. T. Witryk also reiterated that changed prerequisites should be included in the summary of request, and listed with the old prerequisites followed by the new prerequisites to avoid any confusion. D. Rogers noted that the new prerequisites for this course are on the attached new syllabus.

It was moved by T. Rober, and seconded by C. Rosch to consider and approve this proposal. MOTION PASSED.

The following proposals were moved by A. Sraiheen, and seconded by C. Rosch, to consider and approve as a block. MOTION PASSED.

VPA 19045 Program Moratorium: BFA in Crafts, Fall 2019
Proposal: Change in program status to place in moratorium
Comments: D. Rogers was present to speak to this proposal.

VPA 19046 Program Moratorium: Crafts Minor, Fall 2019
Proposal: Change in program status to place in moratorium.
Comments: D. Rogers was present to speak to this proposal.

Current #: VPA 19048
Program: Program Revision: Art Education UVPAARTED, Spring 2020
Proposal: Change in major program requirements.
Comments: J. Vafeas noted that the statement about the minimum number of credits to complete the major is missing. It is PASSHE policy that students graduate with a minimum of 120 credits. T. Rober proposed an amendment to add a statement to the check sheet that requires a minimum of 122 credits to complete this major; motion passed.

It was moved by C. Rosch, and seconded by T. Rober to consider and approve this proposal. MOTION PASSED.

Current #: VPA 19049
Program: Program Revision: Art Education/Alternative Settings UVPAARTEDA, Spring 2020
Proposal: Change in major program requirements.
Comments: The committee agreed to the same amendment as in VPA 19048, to add the minimum credit statement to the program check sheet.

It was moved by A. Sraiheen, and seconded by C. Rosch to consider and approve this proposal. MOTION PASSED.

Current #: VPA 19050
Course: New Course: APD 341, Visual Storytelling Studio I, Fall 2019
Proposal: Addition of a new course to the Master Course Listing.
Comments: J. Vafeas and T. Witryk reiterated that departments are required to use a separate proposal for each individual course, and that this proposal will be considered only for the first course listed, APD 341. All other courses need to be sent through the curriculum process individually with their own unique proposals and ID numbers. J. Vafeas also stated that the proposals need to specify if the courses are repeatable or for variable credits.

It was moved by L. Weckerle, and seconded by C. Rosch to consider and approve this proposal.
MOTION PASSED.

Current #: VPA 19051
Course: New Course: APD 351, 3D Modeling and Rendering Studio I, Spring 2020
Proposal: Addition of a new course to the Master Course Listing.
Comments: D. Rogers was present to speak to this proposal. J. Vafeas noted this proposal has the same issues as VPA 19050, and only the first course, APD 351, will be considered for this proposal. D. Rogers asked about why they cannot send a series this way when the course descriptions are so similar. T. Witryk answered that the descriptions should not be identical, otherwise they cannot be separate courses, and the UCC cannot accept series of courses because it creates issues in the processing and filing of what change is associated with which course.

It was moved by A. Sraiheen, and seconded by T. Rober to consider and approve this proposal.
MOTION PASSED.

Current #: VPA 19055
Course: Course Revision: CTM 160, Cinematography, Fall 2019
Proposal: Change in course credit hours, and change in course clock hours (LHE).
Comments: M. Johnston was present to speak to this proposal. M. Johnston noted that the LHE is being increased from 3 to 4, and the Dean instructed him to include the LHE change in this proposal.

It was moved by T. Rober, and seconded by S. Kim to consider and approve this proposal. MOTION PASSED.

Current #: VPA 19056
Course: Course Revision: CTM 205, Narrative Video Production, Fall 2019
Proposal: Change in course credit hours, and change in course clock hours (LHE).
Comments: M. Johnston was present to speak to this proposal. M. Johnston noted that the LHE is being increased from 3 to 4, and the Dean instructed him to include the LHE change in this proposal.

It was moved by A. Sraiheen, and seconded by T. Rober to consider and approve this proposal.
MOTION PASSED.

Current #: VPA 19061
Course: Course Revision: CTM 325, Comedy Writing and Production for Sitcoms and Screen Media, Fall 2019
Proposal: Change in course description, syllabus, and prerequisites.

It was moved by T. Rober, and seconded by S. Kim to consider and approve this proposal. MOTION PASSED.

Current #: VPA 19062
Course: Omnibus Course Archive: Omnibus VPA Courses to Archival, Fall 2019
Proposal: Change in multiple course statuses to archive.
Comments: T. Witryk asked about the difference between moratorium and archive, and B. Meares replied that archive is used for courses, and moratorium is used for programs.

It was moved by A. Sraiheen, and seconded by S. Kim to consider and approve this proposal. MOTION PASSED.

Current #: VPA 19063
Course: Course Revision: CTM 220, Media Law & Ethics in the Digital Age, Fall 2019
Proposal: Change in course description, syllabus, and prerequisites.

It was moved by S. Kim, and seconded by C. Rosch to consider and approve this proposal. MOTION PASSED.

ANNOUNCEMENTS

General Education

GEC 19002 General Education: FYS Courses, Fall 2019
Comments: J. Stanley was present to speak to this proposal. It was noted that this proposal was listed on the Agenda incorrectly, and is an Announcement, not New Business. A. Sraiheen noted that there was a typo and that "SPT 1100-1099" should be corrected to "SPT 1100-1199." J. Vafeas asked how many times an FYS course may be taught, and J. Stanley responded there is no limit, just that they are required to go through the General Education Committee process.

NEW BUSINESS

College of Liberal Arts & Sciences

Current #: LAS 19051
Course: Course Revision: POL 227WI, The Causes of War, Fall 2019
Proposal: Change in course prerequisites.
Comments: J. Vafeas noted that the committee is only considering the course revision, and not the General Education part of the proposal. Once the course revision is approved, the course may be submitted in a separate proposal through the curriculum process for approval to be included in the Gen Ed program. The prerequisites were clarified to read: “ENG 23 or ENG 24 or ENG 25 or CMP 100-level”

It was moved by L. Weckerle, and seconded by C. Rosch to consider and approve this proposal.
MOTION PASSED.

Distance Education Offerings

The following proposals were moved by A. Sraiheen, and seconded by T. Rober, to consider and approve as a block. MOTION PASSED.

COB 19083 Distance Education Offering: BUS 520, Health Services Administration, Fall 2019
Proposal: Request to offer an existing course via Distance Education.

LAS 19132 Distance Education Offering: PHI 113, Environmental Philosophy, Summer I, 2019
Proposal: Request to offer an existing course via Distance Education.

VPA 19057 Distance Education Offering: CTM 220, Media Law & Ethics in the Digital Age, Fall 2019
Proposal: Request to offer an existing course via Distance Education.

VPA 19059 Distance Education Offering: CTM 010, Introduction to Cinema, Television and Media Production, Fall 2019
Proposal: Request to offer an existing course via Distance Education.

VPA 19060 Distance Education Offering: CTM 206, Masterpieces in Film History, Fall 2019
Proposal: Request to offer an existing course via Distance Education.

ANNOUNCEMENTS

General Education

LAS 19053 General Education: PHI 105CDWI, Medieval Philosophy, Fall 2019

LAS 19054 General Education: PHI 116CTWI, Ancient Philosophy, Fall 2019

- LAS 19055 General Education: PHI 130CDWI, Asian Philosophy, Fall 2019
- LAS 19066 General Education: PHI 040CDCT, Introduction to Ethics, Fall 2019
- LAS 19069 General Education: PHI 030CT, Introduction to Philosophy, Fall 2019
- LAS 19072 General Education: PHI 015CT, Critical Thinking, Fall 2019
- LAS 19094 General Education: ENG 229, Literature and Psychology, Fall 2019
- LAS 19096 General Education: ENG 145, The Fairy Tale, Fall 2019
- LAS 19115 General Education: ENG 171, Friendship in Western Cultural texts, Fall 2019

Selected Topics Courses

- COE 19026 Selected Topics in Counseling: COU 560, Current Media Related to School Counseling, Summer I 2019
- VPA 19034 Selected Topics in Communication Design: CDE 375, Creative Placemaking, Summer I 2019

ADJOURNMENT

Bethany G. French, Recording Secretary

Susan G. Czerny, Secretary

Date

Date